

F.Y.I.

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F.Y.I. is a publication of the Michigan Department of Corrections, Office of Public Information and Communications. Editor Gail Madziar.

DOC HARVEST GATHERING FOOD DONATIONS REACH NEARLY 10,000 POUNDS

Corrections staff collected 9,800 pounds of nonperishable food and \$5,198 in cash donations for Harvest Gathering 2005. This amazing effort will make a difference to those who need assistance from area food banks this year.

DOC employees came up with some creative ideas to help increase donations. Bake sales and casual days were held along with contests to guess the total weight of the food contributions. One contest gave everyone an opportunity to bring in more food or submit another guess as donations increased.

Others used the colorful wristbands provided by Harvest Gathering this year as reminders and incentives. While many locations gave out wristbands with every food donation, Eric Smith, Administrative Assistant at Pugsley Correctional Facility used the wrist bands as a reminder. He gave out wrist bands to staff. They were not allowed to take the bands off until they brought in a food donation. Once they donated their items, they would pass the bracelet to someone who had not yet donated. As a result Pugsley collected four hundred pounds of food for area food banks.

“It’s great that contributions are up this year. It is expected that 800,000 people in Michigan will use food banks this year,” said Wendy Hart, MDOC Harvest Gathering Coordinator. “Even with all the recent demands on folk’s generosity, corrections staff have once again made a remarkable difference to the harvest gathering effort.”



Lansing staff including Central Office, MSI, Training and the Electronic Monitoring Unit held a used book/cd/video sale and raised \$515. Staff collected approximately 800 pounds of food. From left: Judy Gold, Central Office Harvest Gathering Coordinator and Wendy Hart, MDOC Harvest Gathering Coordinator with boxes of food and decorations.

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MDOC COLLECTS FOOD FOR HARVEST GATHERING

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Judy Nordberg, Human Resources Officer, RCF and ITF.

Riverside (RCF) and Deerfield (ITF) correctional facilities from left: William Morrow, Program Coordinator, ITF, C/O Lyle Huntoon, ITF, Lt. Shundra Cheeks, ITF, Brad Purves, Food Service Dir., RCF and ITF, Marilyn Peckins, Secretary, RCF and



Secretary Patti Spate and Warden Percy Conerly, Pine River Correctional Facility



Earnest C. Brooks and West Shoreline correctional facilities



John Sherman-Jones, local food bank and Lori Cabanaw, Human Resources, Alger Maximum Correctional Facility



Bellamy Creek Correctional Facility

Included here is a list of some of the facilities and offices reporting their total food and money collections.

- Staff at JCF raised over \$455 and donated 108 pounds of food.
- Livingston County Probation/Parole gathered 430 pounds of food items and another \$150 in donations
- Shiawassee County Parole/Probation Office in Corunna raised \$275 and collected 25 pounds of food.



C/O Danna Abrahamson, Oaks Correctional Facility

- Clinton County Parole/Probation Office in St Johns asked Clinton County Employees for some help. They responded in a big way and ended up with 150 pounds of food for the food bank.
- Earnest C. Brooks and West Shoreline correctional facilities' staff contributed 850 pounds of food items and \$161 with a "Dinner and Movie Tickets for Two" contest which entailed guessing the total weight of the donated items.

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MDOC COLLECTS FOOD CONTINUED FROM PAGE 2

- The Kent County Parole Office, the Grand Rapids Corrections Center, and the Region III FOA Administration Office including Personnel, ARU and OMNI support worked together and held casual Fridays with canned good donations as payment instead of cash. Employees were also asked to “match” an item from their own dinner each night during the drive. They are continuing to take donations until the items are picked up and are trying to reach a goal of 1000 pounds. Their prize is an extra dress down day if they reach their goal.
- Straits and Chippewa correctional facilities staff donated 780 pounds of food.
- Alger Maximum Correctional Facility collected 200 pounds of nonperishables. Lori Cabanaw, HR technician, is famous at the Alger facility for her sugar cookies. As an incentive for employees to bring in 12 cans or more, she agreed to bake and decorate Christmas sugar cookies. She ended up agreeing to bake four dozen cookies
- Richard A. Handlon Correctional Facility had their most successful food drive ever collecting 1,200 pounds of food and \$38 in cash.
- Riverside Correctional Facility and Deerfield Correctional Facility contributed 500 lbs. of food and \$370 in cash.
- Standish Correctional Facility collected 10 boxes of food and the Employees Club donated \$500 and made up 10 large food baskets for donation.
- Muskegon Correctional Facility collected 75 pounds of non-perishable food items.
- Chrysler District Probation mobilized 90 % of their employees to bring in food items. FOA Reg I, Lawton Place contributed 225 pounds and \$110; Greenfield District, 65 pounds; Lahser District, 75 pounds and Chrysler District, 500 pounds.
- FOA Reg II: Pontiac Probation brought in 135 pounds and \$113 from casual days. Pontiac Parole collected 120 pounds; Troy Probation, 45 pounds; Oakland County CRP, 55 pounds; Macomb County Parole, 50 pounds; Genesee County, \$400; Lapeer Parole/Probation, 20 pounds; Huron Valley TRV, 75 pounds; Flint Parole and CRP, 100 pounds and \$206.
- FOA III: Jackson Parole/CRP, 150 pounds.
- CFA Reg III and Regional Health Care donated 90 pounds.
- St. Louis Correctional Facility collected 300 pounds.
- Camp Brighton gathered 150 pounds.
- Adrian facilities collected 80 pounds.



Straits and Chippewa Correctional Facilities, Barbra Storey, Jan Walton, Karen Albone, Rhonda Hoornstra, Debbie Petersen, Phyllis Payment and Frank Bailey



Kent county offices Dennis Robydek, Lenora Kauffman, Jeff VanderGallen, Gail VanCoevinger, Jan Scott, Tonya Webster, and James Bergman



Ionia Maximum Correctional Facility

MDOC COLLECTS FOOD CONTINUED FROM PAGE 2



Chrysler District
Probation Agents
Essie Jackson
and Cherisse
Koger

Lynette
Manns,
Livingston
County
Parole/
Probation



Ojibwa Correctional Facility and Camp
Ottawa



Pugsley
Correctional
Facility

Secretary Marily
Letts and Tom Lee,
Food Service
Director Richard A.
Handlon
Correctional Facility



Newberry Correctional Facility



Field Operations Administration Oakland Area

MDOC STAFF ATTEND LITIGATION AND FOIA TRAINING



Sergio Cacciani

Ninety-four Department of Corrections' Freedom of Information Act (FOIA) and Litigation Coordinators from facilities and Correctional Facilities Administration and Field Operations Administration regional offices met in Lansing recently for two days of intensive training.

The training, which is held every other year, helps to keep the coordinators apprised of the latest changes in processing requests and legal documents. Approximately 5,400 FOIA requests are processed department-wide each year. Each request requires specialized processing depending on many variables.

Jeff Baumann, Office of Audit, Internal Affairs and Litigation (OAIAL) Administrator, gave participants an overview of the court system, the impact of litigation on MDOC and the status of major lawsuits involving the department.

"The department deals with a wide variety of legal issues," said Baumann. "Our FOIA and litigation coordinators do an excellent job dealing with some extremely complex issues and it's important that staff stay up to date on the significant material they process."

The two-day course is both a refresher and how-to class. Sergio Cacciani, Central Office FOIA Coordinator, covered the nuts and bolts of processing a FOIA request and the steps that must be taken to be in compliance with the law and MDOC policies and procedures.

"The number of requests remains fairly steady from year to year," said Cacciani, "But requests have become more complex."

Attorneys and the public in general are becoming more knowledgeable about the law and FOIA. In addition staff must consider security concerns when processing requests. They must take care to protect the security of both staff and prisoners. The

inappropriate release of information could result in damage to the department, an employee or the prisoner population at large.

"The department often deals with investigations that are very sensitive and with confidential documents that must be carefully reviewed," said Cacciani.

At one time the department was required to process any FOIA request including those from prisoners. In 1994 legislation was passed that prohibited prisoners from receiving public records pursuant to section 2 of the Freedom of Information Act. As a result the FOIA requests dropped from 65,000 a year to 6,500.

The second day focused training on litigation coordinators. In some locations, the FOIA coordinator also handles litigation processing. Their training included a refresher on procedures when the department or an employee is served with a lawsuit and how to prepare legal documents such as subpoenas, writs and court orders.

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MDOC STAFF ATTEND LITIGATION AND FOIA TRAINING

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“It’s important that the coordinators know how to respond when employees are served with lawsuits and legal documents,” said Linda Wittmann, Manager of the Litigation and FOIA section. “Most litigation coordinators have many responsibilities in addition to handling litigation. They may not deal with legal documents on a daily basis and the training is intended to make sure they are familiar with the types of documents they might see.”

Along with FOIA and litigation training, staff heard from Lynette Holloway, Bureau of Health Care Services, on how to handle phone and video conference activities involving the courts.

Norma Killough, CFA, presented an update on prisoners and the Uniform Commercial Code (UCC). A Michigan statute recently was enacted which prohibits prisoners from filing commercial liens against the personal property of corrections staff.

Melody Wallace, Policy and Strategic Planning Administration, covered legal photo copying and notary issues and Pam Nelson, Litigation Specialist, provided information on handling subpoenas.

INSPECTORS OFFER SELF DEFENSE TRAINING



From left Jim Conrad and Scott Green demonstrate self defense skills.

Regional facility fire safety inspector and ERT Team Leader Jim Conrad and St. Clair County probation agent Scott Green taught defensive tactics skills to 60 Girl Scouts from the Port Huron area. The girls ranged in age from 10 to 18 years. Conrad and Green became certified instructors last year when the MDOC sponsored a Sexual Harassment

and Rape Prevention (SHARPS) class in Lansing. The girls were taught awareness, avoidance, blocks, escapes, strikes and kicks.

STANDISH STAFF PROMOTE CORRECTIONS CAREERS



From left Paul Gorton and Cary Walker talk to students.

Probation Agent Paul Gorton and Cary Walker Administrative Assistant to the Warden at Standish Maximum Correctional Facility attended the Career Pathways 2005 at Delta College in Saginaw. They spoke with students interested in pursuing

careers in Corrections and provided information about the department.

Ionia Maximum hosts Afghanistan official



From left to right - Roger Groves, Warden's Administrative Assistant, General Ahmadzai, Warden Smith and Mr Aziz.

The Ionia Maximum Correctional Facility (ICF) hosted Brigadier General Muhammad Tawab Ahmadzai, Security Commander and First Deputy of the Pul-i-Charkhi Prison in Kabul Afghanistan, on a tour of the facility. The tour was arranged through the International Visitors Council (IVC) of Metropolitan Detroit. IVC has been implementing professional exchanges for visiting dignitaries for over 30 years in the Detroit region. IVC works with the U.S. Department of State's International Leadership Program, which annually invites nearly 5000 delegates to the U.S. to participate in professional exchanges.

During his opening session with the Department of State, General Ahmadzai expressed a great desire to visit a maximum security facility during his U.S. tour. ICF was contacted by Regan Watson-Krdu, Program Coordinator IVC Detroit, regarding the possibility of a tour.

During his 21-day stay in the United States, General Ahmadzai examined various aspects of law enforcement. While in Detroit, he had the opportunity to explore the juvenile justice system, observe law enforcement in action, examine border protection, discuss counter narcotics efforts and learn more about the parole system. He met with various police agencies, Department of Homeland Security and the FBI.

General Ahmadzai toured the Ionia Maximum Correctional Facility with Warden Willie O. Smith and the Warden's Administrative Assistant, Roger Groves, along with Mr. Mohammed Aziz, a State Department Interpreter, who assisted in interpreting English into Pashto for General Ahmadzai.

During the two and a half hour tour, General Ahmadzai (who has held numerous positions with the Afghan Police Force for more than 25 years) indicated through his interpreter that he was very impressed with the facility and wished his Officers were able to be trained by their U.S. counterparts and have the same security systems in place back in Afghanistan.

"General Ahmadzai expressed great interest in the technological aspects of the facility," said Warden Smith. "The General has some very different security concerns than those typically found in State facilities. The Pul-i-Charkhi facility houses 2000 prisoners, 200 of whom are terrorists and extremely dangerous."

General Ahmadzai extended an offer to return the favor of a tour anytime either Warden Smith or Roger Groves were in Afghanistan.

THANK YOU FOR HURRICANE RELIEF EFFORTS

Richard Stalder, New Orleans Corrections Department Secretary wanted to share his appreciation with MDOC staff for their tremendous hurricane relief efforts.

To our Corrections Family:

Thank you all for your assistance, support, and prayers in the days and months following the passage of hurricanes Katrina and Rita through Louisiana. We have a long way to go to rebuild and recover. Buildings and systems have been devastated. We lost lives, homes, entire communities. We continue to grieve over lost memories and dreams.

With your support, however, we have realized as never before that we are not alone in confronting these challenges. Your monetary donations provided practical comfort to employees displaced by the hurricanes. Your donations of food, water, clothing and other essential items helped sustain security and shelter operations for employees and for evacuees who left their homes with little or nothing. Your offers of staff assistance helped overburdened correctional officers, medical personnel, and others deal with a greatly increased inmate population and with personal stresses linked to experiencing two catastrophic events is a short period of time. In answering our calls for help, you also helped restore our spirit and renew our hopes. Your generosity has mitigated the challenge as our employees and their families begin to rebuild their lives. As a result of your kindness, we have been able to reach beyond our own needs into surrounding communities that shared the hurricanes' brunt.

The hurricanes left pride as well as devastation in their wake. The most dramatic event was the evacuation by boat, then bus of almost 6,000 inmates from the already flooded Orleans Parish Prison complex. We did so in slightly less than 72 hours and without escape or serious injury. By the end of the four-week period defined by the two hurricanes, we had successfully relocated 10,560 local, state, and federal inmates from threatened areas to safety in state and local jail facilities in Louisiana and a federal facility in Florida. Every one of the Department's 6,425 employees contributed in some way to the massive effort to evacuate, identify, classify, and secure the displaced inmates. All across the devastated regions of the state, employees stood their posts and honored their professional commitments, while at the same time uncertain of the status of their own homes and the safety of their loved ones.

These and hundreds of other quietly heroic actions took place against the backdrop of your generous support. You were there as corrections professionals to help corrections professionals.

I hope that no other agency will experience what we along the Gulf Coast have experienced and continue to deal with. Understand, however, that if you do, you will have the full support of this and so many other correctional agencies. In Corrections, it appears, we are never alone. This Department could not be more grateful for that fact.

Sincerely,

Richard L. Stalder, Secretary

Join the Michigan Surgeon General and Roll Up Your Sleeve to Save Lives



**State Employee
Blood Challenge
2005-2006**

Every two to three seconds, someone needs blood.

Blood donations touch the lives of many people. If you have a story to share, as a donor or a recipient, please send it to Gail Madziar at madziagl@michigan.gov.

The 10-year-old son of RUM Robert Sutherland, Riverside Correctional Facility, is the first to share his story: “Thankful boy boosts blood drive” www.michigan.gov/surgeongeneral/0,1607,7-216-38231_38768—,00.html and helped the MI Surgeon General, Dr. Wisdom launch the *State Employee Blood Challenge*.

While 70 percent of the population can give blood, only 5 percent of those eligible actually do. With the holiday season upon us, Michigan faces an even greater than normal shortage of blood supply.

This is why Governor Granholm and Dr. Kimberlydawn Wisdom, Michigan Surgeon General have joined together to announce the State Employee Blood Challenge 2005 – 2006.

The goal is to increase blood donations among State of Michigan employees by 20 percent. We can all make a considerable ongoing contribution to the State’s blood supply, simply by rolling up our sleeves.

DO YOU KNOW THAT:

You can give blood once every 56 days?

Just because you were once unable or ineligible to give blood doesn’t rule out your trying again?

One blood donation saves up to three lives?

	<h3>State Employee Blood Challenge</h3>
<p>I, _____, verify <small>please print full name as it appears on your blood donation record</small> that I am a State of Michigan employee in the Department of _____</p>	
<p>I want to save lives as part of the State Employee Blood Challenge!</p>	
<p>Donation Date _____</p>	<p>Blood Center Staff Signature _____</p>
<p>Thank you!</p>	
<p>Dr. Kimberlydawn Wisdom, Michigan Surgeon General</p>	
<p>RETURN FORM TO BLOOD DRIVE STAFF.</p>	

<p>American Red Cross <i>Together, we can save a life</i></p>	
<p>Southeastern Michigan Regional Blood Services 100 Mack Ave. Detroit, MI 48201 1-800-GIVE-LIFE www.givelife.org</p>	<p>Badger-Hawkeye Regional Blood Services 4860 Sheboygan Ave. Madison, WI 53705 1-800-GIVE-LIFE www.givelife.org</p>
<p>Great Lakes Regional Blood Services 1800 E Grand River Ave. Lansing, MI 48912 1-800-GIVE-LIFE www.givelife.org</p>	<p>Western Lake Erie Regional Blood Services 3510 Executive Parkway Toledo, OH 43606 1-800-GIVE-LIFE www.givelife.org</p>
<p>MICHIGAN COMMUNITY BLOOD CENTERS</p>	
<p>1036 Fuller NE • PO Box 1704 Grand Rapids, MI 49501-1704 1-866-MIBLOOD • www.miblood.org</p>	
<p>UPPER PENINSULA REGIONAL BLOOD CENTER MARQUETTE GENERAL HEALTH SYSTEM 427 West Magnetic Street Marquette, MI 49855 1-800-491-4483 • www.mgh.org/blood</p>	

Remember that donations and attempted donations at blood drives **outside of the SOM worksite** will be tracked only if you use the special identification card at left.

**On Your Mark – Get
Set – Roll Up Your
Sleeves & Give!**

HONOR GUARD SEEKS NEW MEMBERS

The MDOC Honor Guard is recruiting new members who are focused, disciplined, professional and intensely dedicated. The unit serves in varied capacities including banquets, ceremonies, and parades, as well as funeral and memorial services. The Honor Guard is open to all status MDOC employees from throughout the state. Having a background in drill and ceremony, or some type of disciplined marching is helpful but not required. Each Honor Guard member is an envoy for the department; promoting a positive perception of the department at all times. If you are ready to accept a new challenge and are committed to being the best, please contact your warden or administrator regarding a position within the nationally recognized MDOC Honor Guard.

To be considered for an interview, you must send your resume and your warden or administrator's letter of recommendation to:

Edward E. Mize, Emergency Services Manager
Grandview Plaza Building
4th Floor, CFA
PO Box 30003
Lansing, MI 48909



From left: C/O John Haynes, Muskegon Correctional Facility and C/O Christianna Borst, Florence Crane Correctional Facility

